

# Member Service Representative (Teller)

MIAMI UNIVERSITY COMMUNITY FEDERAL CREDIT UNION - Oxford, OH 45056  
Posted: **12/16/2021** - Expires: **1/9/2022**

Job ID: 235188734

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## Job Description

Miami University and Community Federal Credit Union is growing and we're looking for individuals who desire opportunity and a career. If you have a high degree of initiative and enthusiasm, we want to talk to you!

Member Service Representatives are an integral part of our front-line team and provide our membership with exceptional member services.

### Day-to-day job duties include:

Processing teller transactions and assisting members in person and by phone in compliance with state and federal guidelines; as well as internal policies/procedures.

### Schedule:

40-Hour Work Week includes occasional Saturdays (time off given during the week). Hours are Monday-Thursday: 8:30 AM-5:30 PM; Friday: 8:30 AM-6:00 PM; Saturday: 8:30 AM -1:00 PM.

### Requirements:

Accuracy in cash handling and transactions.

Ability to assist members by telephone or in person in a professional and efficient manner.

Adaptable and capable of working with frequent change.

Ability to learn and follow federal regulations as well as credit union policies and procedures.

Regular and reliable attendance.

Computer skills are required.

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**Compensation:**

Begins at a minimum of \$14/hour, increases with experience.

**Benefits:**

We are proud to offer competitive wages and an extensive benefits package including major medical, dental, retirement, paid holidays and more!

**Qualifications**

High school diploma or equivalent required.

Financial experience or heavy cash-handling/customer service experience preferred.

MUCCU is an equal opportunity employer.

**Identified Skills**

Interpret Regulations

Retail Strategy

Retail Operations

Private Wealth Management

Touchscreens

Financial Transactions

Transaction Processing/Management

Lotus Domino

Private Banking

Banking Regulations

ATM

Retail Banking

Point of Sale (POS) Systems

Marconi/MSI Planet

Cross-Selling

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**Contact Information****Email:**

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**Mailing Address:**

MIAMI UNIVERSITY COMMUNITY FEDERAL CREDIT UNION

31 Lynn Ave

Oxford, OH 45056

## Job Summary

**Employment Type:**

Employee Full Time

**Job type:**

Regular Employment

**Skill Based Partner:**

No

**Education Level:**

High school graduate

**Work Days:**

Mon, Tue, Wed, Thu, Fri, Sat

**Work Shift:**

Rotating

**Job Reference Code**

N/A

**Salary**

\$14.00+ /hour

**Licenses / Certifications:**

N/A

**Display  
Recommended  
WorkKeys®**

Workplace Documentation: 4

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